

ALABAMA 9-1-1 BOARD MEETING
1 Commerce Street
Montgomery, AL 36104
Minutes of 7/19/2017

Prior notice of this regularly scheduled meeting of the Alabama 9-1-1 Board was given in accordance with the Alabama Open Meetings Act. The minutes were recorded by Mrs. Leah Missildine, Executive Director.

A quorum was established. Mr. Fred Johnson, Chairman of the Board, called the meeting to order at 2:00 p.m.

The roll was called as follows by Mr. Larry Fisher, Secretary/Treasurer of the Board:

Alan Campbell, Vice Chair	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Evelyn Causey	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Melissa Dove	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent
Larry Fisher, Secretary/Treasurer	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Chris Heger	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Wayne Hutchens	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent
Fred Johnson, Chair	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
John Nettles	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Betty Sanders	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Robert Smith	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent
Chad Sowell	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Ryan Welty	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent
Roger Wilson	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent

Mr. Johnson noted Mr. Roger Wilson's absence and reported that he was facing some significant health issues.

Mr. Johnson requested to modify the agenda by adding three miscellaneous items of an administrative nature that he wishes to address during this meeting following the Committee Reports. Mr. Johnson called for unanimous consent for the adoption of the agenda as modified. There were no objections; therefore, adoption of the agenda as modified was so ordered.

Mr. Johnson called for unanimous consent for the approval of the minutes from the May 17, 2017 Board meeting. Mrs. Chris Heger and Mr. Ryan Welty abstained due to their absence from the meeting. There were no objections and the adoption of the minutes was so ordered.

Mr. Johnson asked for guest introductions.

Director's Report:

Mrs. Missildine began her report with informing the Board that a conditional offer of employment was extended and accepted for the position of Administrative Assistant, providing all conditions are met the position will be filled soon.

Mrs. Missildine mentioned that today marks 7 months that Mr. Ron Cooley, the Board's Financial Analyst, has been with the Board and reports that the transition of financial records is going smoothly. She informed the Board that the finances will be presented during the Financial Reports portion of the meeting.

Mrs. Missildine reviewed the Memorandum of Understanding between the Board and the Alabama Department of Public Health, Office of EMS regarding the development of a statewide EMD protocol program in which participation would be voluntary. A successful kick-off meeting was held on June 20, 2017 and the Office of EMS currently has three physicians reviewing the protocol content. Mrs. Missildine also reported that the program idea has been well received across the State and, in all likelihood, will be presented to the Board for endorsement before the end of the year.

Mrs. Missildine shared with the Board several planned training courses that have been scheduled:

- CMCP – Mobile – November 13-17, 2017
- CTO – Athens – September 26-28, 2017

Mrs. Missildine also reported that over 140 requests have been made from across the State for continuation of the HITS program, for site and seat licenses. A review of the budget is being conducted to determine how many seats can be extended.

Mrs. Missildine updated the Board on the latest activity with the ongoing Examiner's Audit. The most recent request from the Examiner's Office was cancelled checks from the initial audit period. The cancelled checks have been obtained and submitted to the Examiner's Office.

Mrs. Missildine concluded the Director's Report with a list of upcoming events. The events are subject to change and include, but are not necessarily limited to:

- 7/18-19 ACCA's AAND Workshop, Prattville. AL
- 7/19 ALNENA Quarterly Meeting, Montgomery
- 7/19 Board Meeting, Montgomery, AL
- 7/20 PSAP Meeting with INdigital (Wiregrass)
- 7/20 AIRS Meeting
- 8/3 AL APCO Training Day (Clanton)
- 8/13-16 National APCO (Denver, CO)
- 8/22-24 ACCA Annual Convention (Orange Beach)
- 10/9 Columbus Day
- 10/15-18 ALNENA Gulf Coast Conference (Orange Beach)
- 11/2-3 AL APCO Two-Day Workshop (Orange Beach)

Financial Report:

Mr. Ron Cooley, the Board’s Financial Analyst, provided the Board with the financial reports for May 2017 and June 2017. Mr. Cooley pointed out the differences in what the Board had previously been shown as well as the enhancements of each of the statements. He presented the Board with a series of financial statements that included all accounts as well as individual accounts.

Mr. Cooley provided a report on 2017 Cost Recovery reimbursement requests as submitted by program participants. Cost Recovery reimbursements requested and paid in July 2017 are as follows:

Cellular South	
9/30/17 Phase I – Recurring	\$ 7,904.07
9/30/17 Phase II – Recurring	\$ 18,787.07
Pine Belt Wireless	
9/30/17 Phase I – Recurring	\$ 1,162.00
9/30/17 Phase II – Recurring	\$ 17,864.00

Mr. Johnson inquired about the approval of expenses, for clarification, the recent modifications to the financial report will not require individual expenditures approval and the expenditures that fall within the approved budget will be reviewed as necessary. Mr. Cooley advised the Board that he would have the check register available at every meeting and could produce invoices as requested for review.

Mr. Johnson called for a motion to accept and approve the financial report as presented. Mrs. Heger made the motion, Mr. Sowell seconded. There were no objections; therefore, the financial report was accepted and approved as presented.

Mr. Johnson sought approval for payment of the July 2017 cost recovery reimbursements as they were all within the approved plans. Mr. Johnson called for a motion to approve the cost recovery payments. Mr. Fisher made the motion, Mr. Campbell seconded. There were no objections and the motion was carried.

ANGEN Report:

Mrs. Missildine began the ANGEN report by sharing with the Board that the wireless call volume that is transported by ANGEN is tracking less than the previous two years. She then gave the floor to Mrs. Sara Weston of 911 Authority, LLC, Consultant to the Board, who was followed by Mr. Eric Hartman, Executive Vice President of INdigital.

Mrs. Weston presented the ANGEN Monthly Project Reviews. The reviews included a summary of deliverables, activities, travel, and action items for the months of May and June. Activities included work on PSAP FAQs, PSAP surveys and interview strategy, tracking inquiries

regarding ANGEN, review of the State Plan, planning for information sessions at the Gulf Coast conference, and stakeholder meetings with various PSAPs.

Mrs. Missildine also shared with the Board three topics that were presented for discussion to the AAND membership at this morning's workshop. The topics presented included: text solutions and the variations of text solutions, disaster recovery options, and call routing options.

Mr. Eric Hartman, presented INdigital's Q-2 Alabama ANGEN 9-1-1 Report for the reporting interval ending July 19, 2017. The data included an overview of progress for AL G-17 ESInet along with an update on industry stakeholders.

Legal Report:

Mr. James Sasser, General Counsel to the Board, summarized the Attorney General's opinion on the creation and funding of the Jasper ECD. He informed the Board, according to the Attorney General's response, the Alabama 9-1-1 Board is not required to provide funding to a newly created ECD. A motion was called to authorize Mr. Sasser to author and deliver a letter addressed to the City of Jasper to communicate that, in light of the Attorney General's opinion, the Alabama 9-1-1 Board has no statutory authority or requirement to fund a newly formed ECD. The motion was made by Mrs. Heger, and seconded by Mrs. Sanders. Discussion followed. Mr. Johnson then entertained an amendment to the main motion for Mr. Sasser to include in his letter an encouragement from the Board for the City of Jasper to work with existing Walker County ECD, which is already well-positioned in addressing the 9-1-1 and communication needs of the population served in Walker County from Mr. Ryan Welty; the amendment was seconded by Mr. Campbell. There were no objections and the motion to amendment carried. Mr. Johnson then returned to the main motion to authorize Mr. Sasser to notify the City of Jasper of the AG's opinion asking if the Board understood the motion before them. A vote was taken and motion carried.

Mr. Sasser also offered the Board an update with the outstanding litigation involving I-Wireless. He expressed his concern regarding the continuing existence or operation of I-Wireless due to deal with Sprint falling through. Mr. Sasser advised the Board that he would update them accordingly as any further activity occurs.

Committee Reports:

Finance Committee: Mr. Larry Fisher, Committee Chair, began the Finance Committee report by sharing that the Committee met Wednesday, June 28, 2017 at 2:00 p.m., he then turned the floor over to Mr. Ron Cooley, Financial Analyst. Mr. Cooley reported on his comparison of several different firms and discussed the proposals for auditing services received from each. On behalf of the Finance Committee, Mr. Fisher made a recommendation to the Board to authorize staff to enter into a contract with Warren Averett for professional audit services for a period of 3 years. Mr. Johnson called for unanimous consent to accept the Finance Committee report and affirmative recommendation for authorization of staff to establish contract with Warren Averett. There were no objections; therefore, the motion carried and authorization was granted.

Mrs. Leah Missildine presented the 2018 CPI Implementation and Timeline. The conceptual timeline has been developed, so that all benchmarks will be met. On behalf of the Finance Committee, Mr. Fisher made a recommendation to the Board to adopt and endorse the implementation timeline as presented to assure statutory compliance. Mr. Johnson called for unanimous consent to adopt the CPI timeline as presented. There were no objections and the motion was carried.

Mrs. Evelyn Causey exited the meeting at 3:08 p.m. and did not return.

Mr. Larry Fisher also reported on amending the Accounting Policies to insure invoices can be paid in a timely manner. The Check Authorization/Executive Director Authority policy will read:

The State 9-1-1 Board has granted the Executive Director the authority to approve disbursements that are part of the approved Administrative/Operational annual budget, fees for Examiners audits, and expenses for Board-approved Cost Recovery plans as well as ANGEN contracts. Supporting documentation must accompany all checks and ACH payments and an authorized signer is substantiating that the expenditure is authorized without additional Board approval required. Any automatic drafts will be reviewed by an authorized signer as part of the monthly expenditures.

On behalf of the Finance Committee, Mr. Fisher made a recommendation to the Board to amend the Accounting Policies as previously approved by the Board. Mr. Johnson called for unanimous consent to accept the amendment to the Accounting Policies as presented by the Finance Committee. There were no objections and the motion was carried.

There were no further committee reports.

Administrative/Miscellaneous Business:

Mr. Johnson presented to the Board his desire to pursue and convene in an Executive Committee meeting to complete the annual evaluation for Mrs. Leah Missildine, Executive Director, prior to the September 2017 Board Meeting. Mr. Johnson respectfully requested that each member of the Board submit any comments they wish to be considered in the evaluation by August 15, 2017, to Mr. Larry Fisher, Secretary/Treasurer.

Mr. Johnson also informed the Board that he intends to bring to the attention of the Governor's office the existence of several outstanding Board appointments that need to be addressed. This will be done in consultation with Mrs. Leah Missildine and Mr. James Sasser.

Mr. Johnson then reminded the Board that the September 2017 Board meeting will bring officer elections. He expressed his appreciation for allowing him to serve and announced that he will not be seeking reelection.

Public Comments:

There were no public comments.

Adjournment:

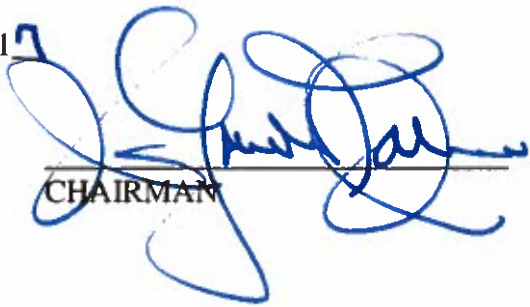
The next scheduled meeting will be September 20, 2017 at 10:00 a.m.

Mr. Johnson called for a motion to adjourn. The motion made by Mr. Sowell, and seconded by Mr. Welty. There were no objections and the adjournment of the meeting was so ordered at 3:17 p.m.

Approved this 20th day of September, 2017



SECRETARY/TREASURER



CHAIRMAN

MEETING SIGN-IN SHEET

Agency: Alabama 9-1-1 Board **Date/Time:** July 19, 2017 @ 2:00 PM
Chairman: Fred Johnson **Location:** 1 Commerce Street, Ste. 620, Montgomery, AL 36104
Type: Regular **Purpose:** Board Meeting

Name	Title	Agency/Company
Sara Weston	Consultant	9-1-1 Authority
Leah Misalidine	Executive Director	AL 9-1-1 Board
Teresa Colegrone	ASST. Administrator	Etowah 911
Lon E Jones	Coordinator	City of Enterprise 911
Bill Brodeur	Special projects	Etowah County 911
Roger Humphrey	Advisor	William Co E-911
Bill Richinsky	911 Director	St Clair Co. E911
Charles Anderson	E911 ASST Director	St Clair Co E911 Bcs.
Lee Moore	Consultant	911Consult
Chad Sowell	Director	Henry Co.
Jessica Yeager	Operations Manager	Chambers County
Donnie Smith	Director	Chambers County
Scott Stebbin	Director	Opeshaw Co.

MEETING SIGN-IN SHEET

Agency: Alabama 9-1-1 Board **Date/Time:** July 19, 2017 @ 2:00 PM
Chairman: Fred Johnson **Location:** 1 Commerce Street, Ste. 620, Montgomery, AL 36104
Type: Regular **Purpose:** Board Meeting

Name	Title	Agency/Company
Margaret A. Bishop - Dudley	Director	Sumter Co. EMA/E-911
Alan Cunningham	Pro Mgr	MSFC 5911
Caleb Brack	Director	Blount 911
Greg Siler	Director	B'ham 911
Robert Manning	Public Manager	" "
Larry J. Fisker	Director	City of Montgomery
CLARENCE M. BLUEJr	COORDINATOR	BULLOCK COUNTY E-911
Kim Starnes	Administrator	Etowah
Victor Kennedy	Director	Tallahassee County 9-1-1
Jeremy Williams	E-911 Director	Geneva Co E-911
Marvin McFarland	9-1-1 Coordinator	Soldier County
ERNIE BAIR	HM & 9-1-1	
Mark Fortner	Business Development	INDIGITS

MEETING SIGN-IN SHEET

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Date/Time: July 19, 2017 @ 2:00 PM

Chairman: Fred Johnson

Location: 1 Commerce Street, Ste. 620, Montgomery, AL 36104

Type: Regular

Purpose: Board Meeting

Name	Title	Agency/Company
<i>E. Z. Johnson</i>	EMP	Judicial
<i>Becky Neugent</i>	Clarke County 911 Director	---
<i>John Fuller</i>	Choctaw Co. 911 Director	---
<i>Wanda</i>	Director	Wanda
<i>Jefferson</i>	Director	Jefferson Co 9-1-1
<i>Michael Lee</i>	Deputy Director	JEFFERSON Co. 9-1-1
<i>Melissa Carpenter</i>	Director	Autauga 911
<i>Shawna</i>	Director	Creech 911
<i>David</i>	Director	Shelby 911
<i>Mr. N. Martin</i>	Emergency Svc Coordinator	Autauga 911
<i>Holly A. Britain</i>	911 Director	Dodhan HC 911
<i>Beth Langdon</i>	Regulatory	Charter Com
<i>Fred Johnson</i>	911 Bd	---

MEETING SIGN-IN SHEET

Agency: *Alabama 9-1-1 Board* Date/Time: *July 19, 2017 @ 2:00 PM*
 Chairman: *Fred Johnson* Location: *1 Commerce Street, Ste. 620, Montgomery, AL 36104*
 Type: *Regular* Purpose: *Board Meeting*

Name	Title	Agency/Company
<i>Josh Yeager</i>	<i>Account Manager</i>	<i>AT&T</i>
<i>John Adetts</i>	<i>Board Member</i>	<i>Pine Health</i>
<i>Evelyn Causey</i>	<i>Board Member</i>	<i>HTC</i>
<i>BRENDA WALKER</i>	<i>EXAMINER - PPW</i>	<i>ADOR</i>
<i>Vicki Williams</i>	<i>Examiner</i>	<i>ADOR</i>